

JOB OPPORTUNITY

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES (DMHAS)
WESTERN CONNECTICUT MENTAL HEALTH NETWORK (WCMHN)

Mental Health Assistant 2 – WC75648-1

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list for Mental Health Assistant 2
Position Number: WC75648-1
Program/Unit: Shelter Plus Care/Housing Assistance / Torrington Area Office
Shift/Schedule/Hours: 1st Shift / Monday-Friday / 8:00 a.m.-4:30 p.m. / Full Time-40 Hours Per Week
Salary Range: \$50,572 to \$67,606
Posting Date: December 6, 2013 **Closing Date:** December 12, 2013

Eligibility Requirements:

1. Candidates must have **applied for and passed the Mental Health Assistant 2 exam and be on the current certification list** promulgated by the Department of Administrative Services for this classification.
2. State employees currently holding the above title or State employees who have previously attained permanent status may apply for lateral transfer.
3. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Special Requirements: Incumbents in this class must possess and retain a current/valid Motor Vehicle Operator's License. Incumbents in this class may be required to travel.

Duties: Participates in and provides full range of case management services for clients in the Supportive Housing Programs. Participates in housing and crisis assessment within the WCMHN supportive housing programs and community at large. Participates in community outreach, identifies and accesses community resources. Participates as a liaison to community agencies, landlords, and tenants. Provides outreach and crisis intervention services to clients in the supportive housing programs. Functions as a team member of the WCMHN supportive housing team. Responsible for assisting in the coordination of the daily activities of the Shelter Plus Care and Permanent Supportive Housing Programs with the Western Connecticut Mental Health Network-Torrington Area. Provides residential support services to tenants in the Shelter Plus Care Program. Provide services in a culturally appropriate manner. Attend required meetings, including but not limited to, supervision meetings. Report incidents as delineated by WCMHN policy. Participate in process improvement activities. Comply with ethical standards. Maintain client and program safety. Utilize computer technology to perform appropriate job functions. Provide CPR and first aid. Perform safe work practices. Observe all confidentiality and client rights regulations. Perform other duties as required.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12). The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas - Employment Opportunities

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates=Mental Health Assistant 2** - must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotion/demotion candidates** must submit pages 1-7 of the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All Other Candidates:** Individuals must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application. The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

Email: Julie.Roy@ct.gov

OR

Fax: (203) 805-6432

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. **(NP-6)**